

CHECKLIST FOR PETITION FOR ALIEN CHILD(REN)

In order to help you prepare your I-130 correctly, utilize the following checklist. Print you and your child(ren)'s full names below; print a copy of this checklist and attach it to the top of your petition prior to mailing it to this office. This will speed up the process of filing your I-130 petition.

Print Full Name of Petitioner

Print Full Name of Your Alien Child(ren)



I-130 (Petition for Alien Relative):

- ☐ A separate Form I-130 must be completed for each child.
- ☐ Ensure you print legibly.
- ☐ The address in B.2 and C.2 should be your physical address; not a mailing address.
- ☐ Ensure you complete all blocks. If not applicable, enter "Not Applicable" or "NA"
- ☐ Write your full name where required; no initials.
- ☐ Dates must be listed in month/day/year format; March 20, 2007 should be written at **3/20/07**.
- ☐ The petitioner must date and sign form.



Supporting Documentation to submit with your petition:

- ☐ **Very Important – Do not send** original documents with the petition! Photocopies are acceptable. Only submit the documentation that is required by this checklist. **Do not submit extraneous documentation, photos, bank/tax statements, etc.** Also, please refrain from placing documents in plastic protectors or binders, or labeling each document with a post-it-note; as this simply delays the processing.
- ☐ **Official Translations.** Any supporting documentation that you provide that is in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he/she is competent to translate. The full name of the translator, address and contact information is also required.
- ☐ **Residency Requirement:** The U.S. citizen petitioner must show evidence that he or she has permission from the host country (the Republic of Ireland) to live and work in the host country by submitting:
 - ☐ Appropriate Entry Clearance Stamp(s) from the host country; OR
 - ☐ If Dual National, your EU Passport.
- ☐ **Proof of United States Citizenship:** Preferably, a photocopy of your biographical page from your valid U.S. passport is sufficient.
- ☐ **Marriage Certificate:** Please provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse. A copy of your marriage license or marriage certificate signed only by a minister or justice of the peace is not acceptable.
- ☐ **Divorce Decree(s) or Death Certificate(s):** Please provide a death certificate or divorce decree (absolute or final) issued by a public authority to show that a public record exists of the death or of the termination of all prior marriage(s).
- ☐ **Record of Name Change:** If either you or the person you are filing for is using a name other than that shown on the relevant documents, you must provide legal documents that effected the change; e.g. marriage certificate, adoption decree, court order or Deed Poll.
- ☐ **Long Form Birth Certificate:** You must provide a copy of the child's birth certificate showing the names of both parents.

- ☐ **Self-Addressed Stamped Envelope:** Please enclose a self-addressed stamped envelope large enough to contain all the materials you are sending to this office.
- ☐ **Fee:** The fee for each I-130 petition you file is **\$355.00**.
Do not mail cash, personal or traveler's checks. The U.S. **\$355.00** fee must be in:
 - ☐ U.S. Cashier's Check; **(print full name and address of beneficiary on reverse side of check)**
 - ☐ U.S. Dollar Money Order; **(print full name and address of beneficiary on reverse side of check)**
 - ☐ International Bank Draft; **(print full name and address of beneficiary on reverse side of check)****Checks should be made payable to U.S. Embassy.**
- ☐ **Mail/post your petition to:**

Immigrant Visa Unit
Embassy of the United States of America
42 Elgin Road
Ballsbridge
Dublin 4.

Thank you for using the Checklist!

ORDER OF DOCUMENTS SUBMITTED

You should submit your I-130 package in the following order with all documents STAPLED firmly together.

- ☐ **On top** – Checklist for Petition for Alien Child(ren)
- ☐ International Bank Draft or Money Order;
- ☐ G-28 – Notice of Entry of Appearance as Attorney or Representative (*only if applicable*);
- ☐ I-130 – Petition for Alien Relative;
- ☐ Petitioner's proof of U.S. Citizenship (photo page from U.S. passport, Naturalization certificate, birth certificate);
- ☐ Petitioner's proof of residence in the host country (Entry Stamp, EU passport (if dual national));
- ☐ Change of Name Deed Poll or Court Order for petitioner and beneficiary (*if applicable*);
- ☐ Marriage Certificate;
- ☐ Translated marriage certificate (*if applicable*);
- ☐ Divorce decree(s)/death certificate(s) for all prior marriages (*if applicable*);
- ☐ Translated divorce decree(s)/death certificate(s) for all prior marriages (*if applicable*);
- ☐ Long Form Birth Certificate for child;
- ☐ Large self-addressed stamped envelope.